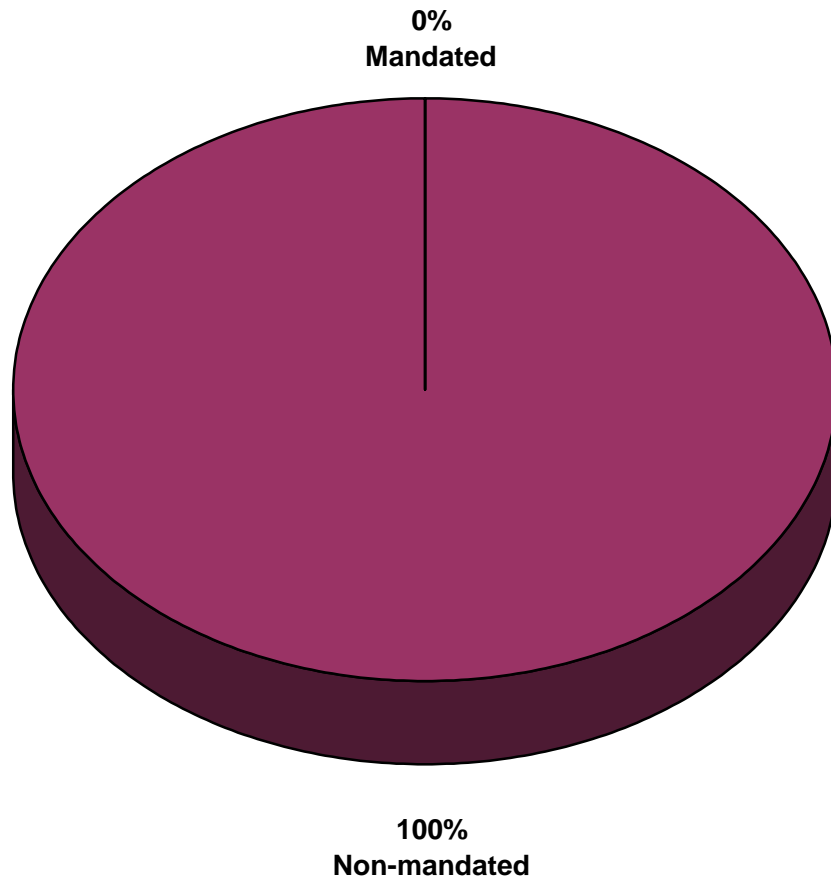


OFFICE OF MANAGEMENT AND BUDGET (003)

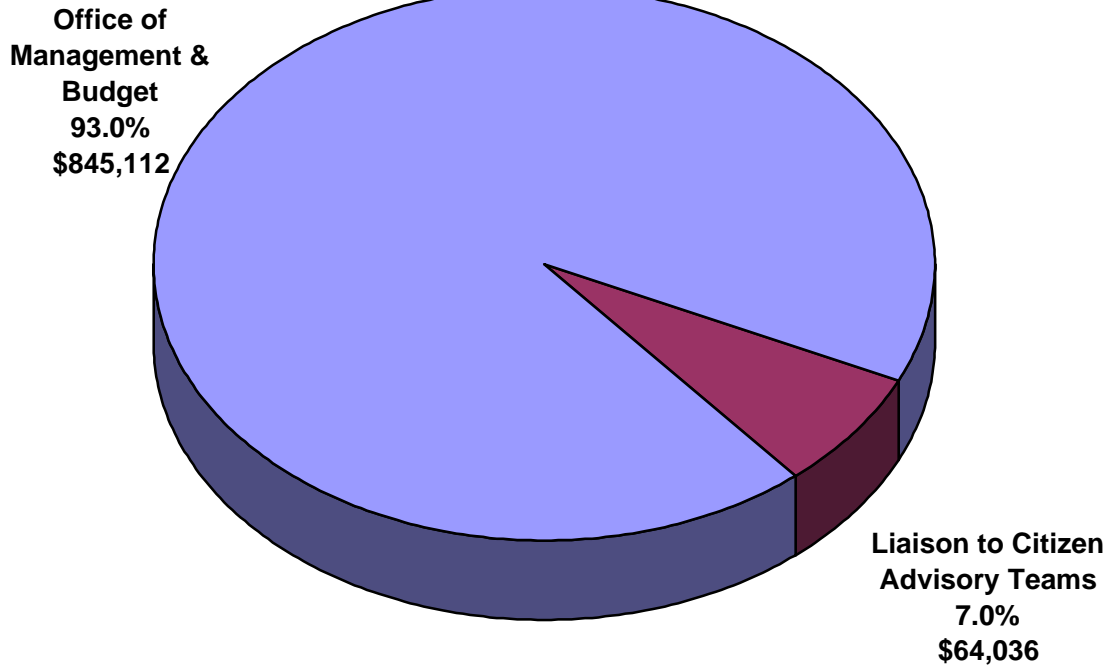
OFFICE OF MANAGEMENT & BUDGET 2006 MANDATED/NON-MANDATED



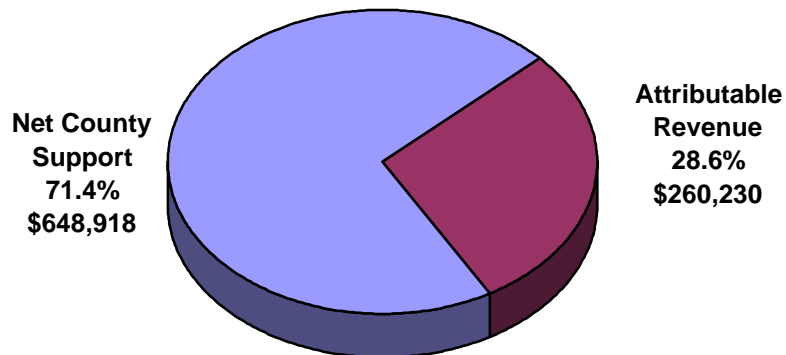
The services provided by the Office of Management and Budget are non-mandated.

OFFICE OF MANAGEMENT AND BUDGET

2006 Budget - \$909,148



Net County Support



DEPARTMENT: Office of Management and Budget (003)

DEPARTMENT DESCRIPTION

The Office of Management and Budget (OMB) prepares, publishes and administers the annual operating budget and assists in the preparation of the Capital Improvement Program. The department monitors expenditures and revenues and conducts analyses of county operations for the purpose of improving efficiency and effectiveness. A typical annual work plan also includes the preparation of multi-year budget forecasts, analyses of the effect of the New York State budget on the county budget, preparation of financial information and analyses for presentation to the credit rating agencies, administration of the Sales Tax and Hotel Room Occupancy Tax, and review of recommendations to the County Legislature and contracts for services to ensure consistency with county financial and management objectives and policies. OMB also interfaces with citizen advisory teams (CASE Commission, Center for Civic Entrepreneurship) to identify and implement efficiencies.

Mission

The Monroe County Office of Management and Budget is a multifaceted fiscal team that prepares, analyzes and monitors county wide budgets, performs management studies, conducts long range fiscal planning and evaluates policy issues for fiscal impact for the County Executive to ensure the efficient and effective use of resources for the citizens of Monroe County.

2005 Major Accomplishments

- Reorganized the Office of Management and Budget into a separate department that reports directly to the County Executive
- Collaborated with Upstate Telecommunications (UTC) and members of the Finance, Information Services and Human Resources departments on the design of the SAP financial system
- Provided staff support for the Center for Civic Entrepreneurship (CCE) projects, incorporating CCE recommendations into the 2005 budget document

2006 Major Objectives

- Continue collaboration with UTC and members of the Finance, Information Services and Human Resources departments on the implementation of the SAP financial system
- Design and install software solution for the Office of Management and Budget in order to integrate with the SAP financial system
- Maintain staff support for the Center for Civic Entrepreneurship projects in order to incorporate recommendations into future budget documents

BUDGET SUMMARY

	Amended Budget 2005	Budget 2006
<u>Appropriations</u>		
Personal Services	535,686	610,585
Expenses	29,340	28,040
Supplies and Materials	4,000	3,875
Employee Benefits	115,628	122,624
Interfund Transfers	89,615	144,024
Total	774,269	909,148
<u>Revenue</u>		
Transfers from Other Funds	218,980	218,980
Hotel Room Occupancy Tax	41,250	41,250
Minor Sales - Budget Books	90	0
Total	260,320	260,230
<u>Net County Support</u>	513,949	648,918

DIVISION DESCRIPTIONS

Budget Preparation and Administration (0301)

Staff produces the annual operating budget, monitors expenses and revenues throughout each fiscal year and reports quarterly to the County Legislature, monitors events and trends in federal and state governments which affect the county budget, analyzes the debt service implications of capital projects, forecasts county expenses and revenues, and analyzes the financial aspects of management decisions.

Citizen Advisory Teams (0305)

This division serves as liaison between the county administration and citizen advisory teams such as the Center for Civic Entrepreneurship (CCE).